



City Auditor



Department Description

The Office of the City Auditor is a newly-created independent office that reports to and is accountable to the Audit Committee and City Council. The City Auditor will conduct financial and performance audits of City departments, offices, and agencies in accordance with government auditing standards.

The audits may assess internal controls over financial reporting and evaluate how well the City complies with all applicable laws, rules and regulations; achieves stated goals and objectives; reports financial and performance information (reliability); efficiently and effectively uses resources; and safeguards and protects assets.

The Department's mission is:

To advance open and accountable government through accurate, independent, and objective audits that seek to improve the economy, efficiency, and effectiveness of City government

Goals and Objectives

The following goals and objectives represent the action plan for the Department.

Goal 1: Increase the economy, efficiency, and effectiveness of City government through audits and their recommendations

In an effort to fulfill our mission, the Department reports its independent and impartial reviews, conclusions, and recommendations based on performance audits, special audits and reviews conducted. Some audit reports recommend ways to reduce costs or increase revenues. Other audit reports identify opportunities to increase effectiveness, use resources more efficiently, and improve internal controls. Annual audit workplans are prepared and presented to the Audit Committee each fiscal year. The audit workplan targets business processes and programs identified in the annual City-wide risk assessment model. The Department will move towards accomplishing this goal by focusing on the following objectives.

- Reduce costs and increase revenues
- Utilize audits to identify opportunities for improved efficiency and the effective use of resources
- Improve internal controls

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Goal 2: Increase the economy, efficiency and effectiveness of the City Auditor Department

During Fiscal Year 2009, the Office of the City Auditor will increase its staffing resources. This increase will allow the Department to conduct more audits and make recommendations of those business processes and programs identified as high risk in the annual City-wide risk assessment model. In addition, City Auditor staff will strive to ensure that all work is completed in compliance with applicable auditing standards. The Department will move towards accomplishing this goal by focusing on the following objective.

- Hire, retain and develop skilled employees

Goal 3: Provide independent, reliable, accurate, and timely information to the Mayor, Audit Committee, City Council and other stakeholders

The Office of the City Auditor intends to provide results of all non-confidential audits to its stakeholders. To this end, the Department intends to provide regular updates to the Audit Committee, as well as provide copies of all issued audit reports to the Mayor and appropriate City management, members of the City Council and their staff, Audit Committee members, and to the citizens of San Diego via a newly created City Auditor website. The Department will move towards accomplishing this goal by focusing on the following objective.

- Provide audit results, including findings and recommendations, to all relevant stakeholders

Service Efforts and Accomplishments

The Office of the City Auditor will propose an annual audit workplan that will identify the planned audits to be undertaken during the fiscal year. The annual workplan will be based of the results of the comprehensive City-wide risk assessment and identify required audits, such as the annual inventory audit, close-out audits, and hotline referrals. The goal will be to complete or substantially complete the required audit workplan.

Additionally, the Office of the City Auditor will also conduct testing and report on the City's internal financial controls. This will include conducting follow-up work on the remediation efforts identified in the Kroll Report, as well as the internal control letters from the external auditors, and the City Comptroller's internal control reports.

The Office of the City Auditor will provide regular updates to the Audit Committee regarding the activities and accomplishments of the Office, including producing an annual report and following up on previously issued recommendations.

Budget Dollars at Work: Performance Expectations

Goal 1: Increase the economy, efficiency, and effectiveness of City government through audits and their recommendations

Performance Measure	Baseline FY2007	Estimated FY2008	Target FY2009
1. Percent of recommendations management agrees to implement	N/A	N/A	90%
2. Percent of recommendations reported as implemented by management that was verified by follow up audit testing	N/A	N/A	90%
3. Ratio of City benefits (measurable monetary recoveries and cost savings) to audit costs ¹	N/A	N/A	25%
4. Amount of measurable audit deficiencies (money identified to be recovered by the City) and cost savings	N/A	N/A	\$420,000

¹ The percentage of City benefits to audit costs and the amount of measurable cost savings will increase significantly in future years as the audits begin to focus more on the City's operational efficiency and effectiveness as opposed to internal financial controls.

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Goal 2: Increase the economy, efficiency and effectiveness of the City Auditor Department

Performance Measure	Baseline FY2007	Estimated FY2008	Target FY2009
1. Percent of audit workplan completed during the fiscal year	N/A	N/A	90%
2. Percent of employees in compliance with Generally Accepted Government Auditing Standards (GAGAS) training requirements	N/A	N/A	100%
3. Number of months with full audit staff (all budgeted positions filled)	N/A	N/A	9
4. Percent of staff who hold a professional certification(s) or advanced degrees	N/A	N/A	80%

Goal 3: Provide independent, reliable, accurate, and timely information to the Mayor, Audit Committee, City Council and other stakeholders

Performance Measure	Baseline FY2007	Estimated FY2008	Target FY2009
1. Percent of non-confidential audit reports available via City Auditor website within five days of issuance	NA	NA	100%
2. Percent users satisfied with timeliness, reliability and value of audit services	NA	NA	90%

Budget Dollars at Work: Sizing and Workload Data

	FY2005	FY2006	FY2007	Estimated FY2008	Target FY2009
Sizing Data					
Number of audit staff	N/A	N/A	N/A	N/A	11
Ratio of internal audit staff to city employees	N/A	N/A	N/A	N/A	11:10,500
Workload Data					
Number of audit reports issued	N/A	N/A	N/A	N/A	20
Number of recommendations issued to improve City operations	N/A	N/A	N/A	N/A	60
Number of hours spent on audit engagements	N/A	N/A	N/A	N/A	10,370
Number of presentations made to the Audit Committee	N/A	N/A	N/A	N/A	12

Department Summary

City Auditor				
	FY 2007 BUDGET	FY 2008 BUDGET	FY 2009 PROPOSED	FY 2008-2009 CHANGE
Positions	0.00	0.00	11.00	11.00
Personnel Expense	\$ -	\$ -	\$ 1,570,871	\$ 1,570,871
Non-Personnel Expense	\$ -	\$ -	\$ 100,019	\$ 100,019
TOTAL	\$ -	\$ -	\$ 1,670,890	\$ 1,670,890

Department Staffing

	FY 2007 BUDGET	FY 2008 BUDGET	FY 2009 PROPOSED
GENERAL FUND			
City Auditor			
City Auditor	0.00	0.00	11.00
Total	0.00	0.00	11.00

Department Expenditures

	FY 2007 BUDGET	FY 2008 BUDGET	FY 2009 PROPOSED
GENERAL FUND			
City Auditor			
City Auditor	\$ -	\$ -	\$ 1,670,890
Total	\$ -	\$ -	\$ 1,670,890

Significant Budget Adjustments

GENERAL FUND

City Auditor	Positions	Cost	Revenue
Salary and Benefit Adjustments	0.00	\$ 23,186	0
Adjustments to reflect the annualization of the Fiscal Year 2008 negotiated salary compensation schedule, changes to average salaries, retirement contributions, retiree health contributions, and other benefit compensation.			

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Significant Budget Adjustments

GENERAL FUND

City Auditor	Positions	Cost	Revenue
Mandated Additions	5.00 \$	875,836 \$	0
Addition of 5.00 Principal Accountants and non-personnel expenditures for departmental support.			
City Comptroller Transfer	5.00 \$	721,270 \$	0
Transfer of 1.00 Assistant City Auditor & Comptroller, 1.00 Principal Accountant, 1.00 Accountant IV, and 2.00 Accountant IIs and non-personnel expenditures from the City Comptroller.			
Office of Ethics & Integrity Transfer	1.00 \$	96,107 \$	0
Transfer of 1.00 Associate Management Analyst from the Office of Ethics & Integrity.			
Support for Information Technology	0.00 \$	100 \$	0
Funding allocated according to a zero-based annual review of information technology funding requirements and priority analyses.			
Vacancy Savings	0.00 \$	(45,609) \$	0
Adjustments in personnel expense from positions that are projected to be vacant for a period of time in Fiscal Year 2009 due to personnel transition and salary differentials for new employees.			

Expenditures by Category

	FY 2007 BUDGET	FY 2008 BUDGET	FY 2009 PROPOSED
PERSONNEL			
Salaries & Wages	\$ -	\$ -	1,058,936
Fringe Benefits	\$ -	\$ -	511,935
SUBTOTAL PERSONNEL	\$ -	\$ -	1,570,871
NON-PERSONNEL			
Supplies & Services	\$ -	\$ -	79,743
Energy/Utilities	\$ -	\$ -	1,000
Equipment Outlay	\$ -	\$ -	19,276
SUBTOTAL NON-PERSONNEL	\$ -	\$ -	100,019
TOTAL	\$ -	\$ -	1,670,890

Salary Schedule

GENERAL FUND

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<i>Class</i>	<i>Position Title</i>	<i>FY 2008 Positions</i>	<i>FY 2009 Positions</i>		<i>Salary</i>		<i>Total</i>
1218	Assoc Management Analyst	0.00	1.00	\$	64,335	\$	64,335
2132	Department Director	0.00	1.00	\$	168,000	\$	168,000
2228	Principal Accountant	0.00	9.00	\$	96,212	\$	865,912
	Vacancy Savings	0.00	0.00	\$	-	\$	(39,311)
	Total	0.00	11.00			\$	1,058,936
CITY AUDITOR TOTAL		0.00	11.00			\$	1,058,936